

BELMONT MEMORIAL LIBRARY, BELMONT, MASSACHUSETTS
MEETING OF THE BOARD OF TRUSTEES

January 16, 2008

The meeting was called to order at 7:30 p.m. by Chair Hal Shubin. Present were Trustees Elaine Alligood, Mary Keenan, Matt Lowrie, and Heli Tomford, Director Maureen Conners, and Brian Saper of the Oakley Neighborhood Association.

The minutes for the meetings of December 3rd and 18th were accepted as amended on a motion by Trustee Alligood, seconded by Trustee Tomford. The amendment was to add FY09 to the budget heading. The motion passed unanimously.

Old Business:

FY09 Budget will be discussed with the Selectmen and the Warrant Committee at 11:30 a.m. on Saturday, February 2nd, in the Art Gallery of the Homer Building. Trustees are asked to arrive by 11:10 as the meeting may move ahead faster than scheduled. Sunday openings will be a focus in our discussion. The Director will have Sunday as well as school use data in addition to the usual budget and circulation figures handouts.

New Building - Chair Shubin and Director Conners met with the Chief of Police as the police station is undergoing a feasibility study. Three possible sites are the police and electric light sub-station, the library, and the Video Plus building on Trapelo Road. Timing is important as the Library Bond Bill has been sent to the General Court; there is no indication of the speed of its progress through committee. Chair Shubin and Trustee Alligood will attend the Capital Projects Overview Committee (CPOC) meeting on Friday. In light of these developments, Director Conners will ask MBLC point-person Patience Jackson to the February meeting of the trustees. This will be held on February 12th or 27th, depending on Ms. Jackson's calendar. Pat Bruschi and Steve Sala of the Permanent Building Committee and representatives from the Belmont Library Foundation (BLF) and the Friends will also be invited.

The question of a Building Committee for the new library was considered. Should the trustees ask the town meeting moderator for this in the light of a Wellington Building Committee long before construction. Questions to be answered: When were such committees appointed for the fire stations? the Homer Bldg? the Senior Center? the Town Hall? Burbank and Winn Brook schools?

Dustan extension - Trustee Tomford will inquire about the flexibility of this grant.

Five Year Long Range Plan (LRP) - Trustees Alligood and Lowrie will serve on the user survey committee: Director Conners, who is getting surveys from other libraries, stressed the need to separate the procedure for this plan from the substance of it. The survey will be accessible on-line.

One Town One Book - Director Conners reported on the excellent start to this program with the Paula Lerner, photojournalist, presentation the previous evening. The Art Gallery in the Homer Building had standing room only for her wonderful program

New Business:

Trustee Vacancy - Chair Shubin will be in contact with the Selectmen as the vacancy "shall" be filled by that board as well as by the trustees.

Receptions - Retiring Circulation Supervisor Mary Hall will be honored at a reception in the Clafflin Room on Wednesday, January 30th from 4 to 6 p.m. Trustee Tomford who is the liaison with the Historical Society will advise them of this so calendars may be coordinated. The reception for former library trustee Jil Westcott will be scheduled after the Mortensen event of the One Book One Belmont program.

Committee Reports:

Policies - Trustees Keenan and Tomford will meet with Director Conners on Monday, January 28th, at 10:30 a.m. to set up a schedule and organize the process of policy revision.

Circulation Reconfiguration - The contract is expected to be returned from lawyers Koppleman and Paige next week. Director Conners will have an article in the Citizen Herald the same week the legal notice appears in the paper.

Director's Report:

Circulation - As is the case when closed neighboring libraries are re-opened - Lexington, Arlington, and now Watertown - our circulation figures dip. The decrease at Benton was also noted. Internet usage at the library, the number of one hour sessions, is also being tracked.

Snow Days - Director Conners must make such decisions by 7:30 a.m. after consulting with Custodian John Marshall about what has been plowed. In response to a query about town hall's policy, it was noted there is a skeleton crew there. The library staff is notified via a phone tree. Trustee Lowrie suggested having the information on voice mail for staff and patron call-in.

Closures should be posted on the library web site. A closing policy should be considered by the policy revision committee.

The meeting was adjourned at 9:18 p.m. on a motion by Trustee Alligood, seconded by Chair Shubin; the motion passed unanimously.

Respectfully submitted, Mary E. Keenan, Secretary